



## FULL COMMISSION MEETING MINUTES

June 13, 2017 ~ 3:30pm

**Board Members Present:** Wendy Iles, *Chair*, Barbara Abraham, Clovis Calloway, William Kotheimer, Jr.

**Others Present:** Claire Neubert, Veronica Meade, *City Attorney's Office*, Jim Williams, Ryan Adams, Cris Ausink, Debbie Blanton

### Opening Business

**Welcome and Time Sheet:** Wendy Iles opened the meeting.

**Roll Call & Protocol:** There was not a quorum present. Only four members were present. The current bylaws require five members present. Members will address that issue in the bylaws discussion. Wendy read the opening statement. Clovis Calloway asked if anyone was taking minutes. Debbie Blanton replied that she was taking notes and recording the meeting. If anyone cared to take supplemental notes she would appreciate it.

**Approval of April Minutes, February 28 Special Meeting Minutes, and June 6 Special Meeting Minutes:** The minutes could not be approved because there was not a quorum present.

**Financial Report:** Debbie called the attention of those present to the financial reports that were distributed. She asked if there were any questions. Other than the salaries and benefits line items, HCCC has only \$21.90 in the postage line item. All other line items are empty. The grant funds are listed on the statement.

### City Council:

#### Parks & Recreation:

#### Public Works:

### Voting Items

#### Bylaws:

*Section 2.05. Work Product. All work product, including but not limited to, intellectual property, documents, photographs, videos, data, drawings, and original works of art or authorship, created by any Commission member alone or jointly with others related to or in connection with his or her appointment and service to the Commission shall belong exclusively to the City, free of payment from the City, regardless of the source of funds used to produce such work product. If requested by the City, Commission members shall execute an assignment, including, but, not limited to assignment of copyright, patent, or trademark, to further memorialize the City's ownership right.*

Veronica Meade opened the discussion by overviewing Section 2.05 which clarified that any work products that result from HCCC work would be considered City property.

Question from Clovis Calloway: Who would be responsible for the cost of legal rights retainment? Veronica explained that it was not meant to require volunteers to establish copyrights or trademarks, but only that if such rights were to be sought, the City would be the entity to seek them.

Question from Claire Neubert: What happens when working in collaboration with other agencies to create brochures, art, photographs, etc.? Veronica will discuss this with others. Debbie gave the book "Molly & Pets for a Cleaner and Green Hampton" as another example.

Question from Clovis: Does this clause relate only to appointed members? Claire's and Debbie's examples were mentioned in this context as well.

Debbie stated concern that the clause could be too restrictive and stifle volunteer contributions. The matter should be approached carefully.

Veronica will revisit this clause with others in the City Attorney's Office and present a revised version for the next meeting.

*Section 3.05. Removal of Officers. The Commission may remove any officer at any time with or without cause.*

Clovis questioned who would be removing the officers. Veronica replied it would be the board members.

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Jackie Cannan sent a comment saying that she would feel more comfortable with requiring a basis for removal. *"I think that removing officers "without cause" could result in an overly broad interpretation. I would feel more comfortable if we added "officers could be removed for any actions that reflect unfavorably on the Hampton Clean City Commission.""*

Debbie gave Veronica a copy of Jackie's email. Veronica said she was adding a clause that says the action would require a majority vote of the board members.

*Section 5.01. The Committee Chair shall appoint members of the Standing or Ad Hoc Committees and may remove a committee member with or without cause. The Executive Coordinator and the Commission members may make recommendations to the Committee Chair for appointments to Standing and Ad Hoc Committees. A roster of all committees and membership shall be maintained by the Executive Coordinator at all times and shall be made available to the City Council of the City upon request.*

"With or without cause" is problematic again. Wendy suggested changing it to the same wording as the Officer Removal clause.

Discussion centered around the importance of seeking the support of the board in removing committee members. Member lists are maintained by HCCC staff. Bylaws require the Executive Coordinator to maintain the lists. Who has access to the lists was also discussed. Debbie discussed the differences among the committees to highlight the challenges of committee appointment approval by the board.

Veronica agreed that Committee Chairs need access to the list of people in their groups. Will Kotheimer suggested using the phrase "For Official Use Only" on committee lists to ensure the information is used properly. Debbie suggested including some of these concerns in the discussion of confidentiality in the volunteer manual.

Claire noted that even though she didn't sign anything, she still understands that she is expected to behave according to the bylaws and the overall expectation of HCCC volunteers to be professional and ethical. Jim Williams concurred.

Veronica suggested adding a clause that said all standing and ad hoc committee members would be governed by the bylaws.

*Section 5.02. Residency or Work Requirement and Term of Committee Chairs. Chairs of the Standing and Ad Hoc Committees, who must reside or work in the City, shall be appointed for terms of two years and may be re-appointed for one (1) additional two-year term.*

Wendy noted that people willing to be committee chairs are rare. She suggested that there be no term limits on the chairs. Barb concurred saying she doesn't see the benefit of the term limitations.

Veronica noted that the language was based on guidance by City Council, but that she would discuss this. Clovis suggested language "without restriction to additional consecutive terms".

*Section 6.01. Quorum. Five (5) members of the Board of Commissioners shall constitute a quorum of the Commission for the purpose of conducting its business and exercising its powers and for all other purposes except as provided in Section 2.03.*  
"Quote clause"

The group recommended having the definition for quorum be 51 percent or more.

Veronica will make changes and Debbie will send as soon they are changed.

**Oyster Garden Proposal:** Although there wasn't a quorum, the group discussed the proposal in order to provide guidance. The board members present were unanimous in a non-binding vote supporting the proposal. The proposal would basically provide for the establishment of two oyster gardens at private marinas at Dandy Haven and. The project involves encouraging public participation in oyster gardening, but also uses the oyster gardens to publicize and educate. The total cost of the project would be \$50 to purchase two cages and the oyster spat to go with them. The marinas have agreed to participate knowing that the oyster gardens will serve a public education purpose. There were questions about whether the Chesapeake Bay Foundation would cover the cost, but it will not.

Veronica asked about the existence of agreement between HCCC and the marinas. Veronica said if the marinas would develop a simple agreement, she will review it. Cris suggested that Andy Gurkin would probably write up something they could use as a template.

## **New Business**

**Budget and Fundraising:** Debbie passed around the final budget award, which includes our budget request, and the notes from the Fundraising Committee meeting on Monday. Debbie explained that with level funding, HCCC can have Adopt-A-Spot signs or the Volunteer Recognition Dinner, but not both. Wendy briefly reviewed the fundraising ideas on the list, which is attached to the minutes. Among the ideas were a murder mystery dinner, crowd funding, paint/clay nights, online auctions, wish lists, un-event, and more. The next committee meeting will be set soon, and we hope more people will be able to participate.

Rita Leonardi at Papa Ciccio's has offered to work with us on the murder mystery dinner. Oozlefinch Brewery has offered to help with the paint/clay night.

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## Discussion Items

**Volunteer Manual Check-in:** Debbie indicated that the table of contents for the Volunteer Manual was available at the sign-in sheet. Last year, the committee made great progress, but based on the changes in the bylaws and some other circumstances; some of the draft work needs to be revised. She will send all the sections by email and would like members to provide input based on current information. A meeting will be scheduled in the near future.

**Advertising/Education Campaign Idea:** Will explained that he would like to develop a proposal for a positive litter cleanup campaign based on the idea that picking up litter is cool. The group generally agreed that the idea was a sound one. He will develop the proposal for the next meeting.

**New Board Member Orientation Plans:** Debbie will send an outline of materials to the group and would like suggestions for additional orientation ideas for the new members.

**Project Proposal Form Revised:** Debbie called the attention of the group to the newly revised project proposal forms. She issued a last call for comments.

## Appointed Member Reports

**Hampton Community Gardens:** Wendy said there would be a "Photography in the Garden" class, June 29 at 6pm, Buckroe Community Garden.

**Volunteer Recognition Dinner:** \$2525 all we have for the dinner, the committee will meet soon to discuss plans.

**Fundraising Committee:** Discussed in earlier item.

## Standing Committee Reports

**Beautification Committee:** Debbie reported that the YARDS Contest judging was held Monday. Melanie Paul, a Litter & Recycling Awareness Committee member, was one of the winners. The information will be released as soon as Jamie Osso provides a write-up for the winners.

**Clean & Green Businesses Committee:** Barb reported that the committee is still working on the criteria. Will asked about the use of LinkedIn. Debbie said the Marketing and Outreach Department said no.

**Hampton Waterways Restoration Project:** At the May 11, 2017 meeting at the Fort Monroe Community Center, Andy Gurkin from Dandy Haven Marina spoke about his oyster project involving reviving oyster grounds leased by his family down by Dandy Haven. He also received his Clean & Green Business Award.

Committee members participated in C.H.A.R.T. at the pump station off Kecoughtan Rd on May 18. The good news is that amidst all the mud and trash there were a few oysters growing on the cement culvert/outfall!

Clean the Bay Day Kayak Cleanup at Billy Woods Canal, June 3, perfect weather! Too much trash (12 bags). Sighted a very large turtle (bigger than a dinner plate), a couple baby turtles (size of a half-dollar) and a snake (one was real, one was fake!)

Hampton River - Elizabeth Lake Oyster Reef - 25 classes from Hampton City Schools "planted" the oysters they grew. June 2, June 5-8. One day was washed out due to rain. Lots of effort/great "return". The best paycheck was reading the water wishes of the kids and seeing the smiles on their faces!

Oyster Gardening Seminar, June 27, 6-7 p.m. at Hampton Yacht Club. FREE. Sign up at [OysterGardener@cbf.org](mailto:OysterGardener@cbf.org).

Water Quality Testing: Completed June 12. Next WQT: July 20 (Gosnold's Hope Park/Elizabeth Lake Estates) TBD for Airpower Park/Grandview.

Nature Paddle: July 22, 9-11 a.m. HWRP and Elizabeth Lake Environmental Stewardship Committee (ELESC) will team up to offer a nature paddle at the top of the Hampton River. Bring your own kayak/boat/SUP, and we hope to have some extra boats available to borrow... Interested? Contact Claire: [dcneubert@hotmail.com](mailto:dcneubert@hotmail.com)

Next Meeting/Social at George Curran's home on July 13th, 6:30 p.m.

**Litter Awareness Committee:** Debbie reported that litter bag hoops available for testing, Clovis will pick one up. Will asked if the Hampton High School proposal should come through the committee or directly to the board. Either way would work, according to Debbie.

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**School Pride In Action Committee:** Debbie reported committee met May 31. Teacher training is planned for the summer, August 7 and/or 14, at Sandy Bottom Nature Park.

**Virginia Cooperative Extension:** Gaylynn Johnson reported that Nancy Williams resigned as liaison to HCCC, Deborah Jackson has agreed to serve. Northampton Community Center garden project didn't come together to completion for various reasons. Donations for the program will be given to other programs that need them. Wendy mentioned that Jones Middle School wants to establish a garden, and Heather Wiggins of the After School Program is working to establish gardens at two schools this summer

#### **HCCC Staff Reports:**

Cris Ausink reported that Clean the Bay Day in Hampton had 25 sites this year, 258 volunteers picked up 6,085 lbs. of trash along 22.27 miles of shoreline either by shore or 11 boats! The Arcadis, Brown & Caldwell and Bluewater Marina team of 8 volunteers picked up 40 bags of litter - approximately 1,500 lbs. of debris - on the Hampton River near Settler's Landing Bridge near HU. Sixty-six LAFB airmen covered the most miles - 5.80 of their shoreline!

Debbie reminded everyone there is a cleanup on Pembroke Avenue on Friday at 9am.

#### **Public Comment**

Wendy asked about location of future meetings. Those present preferred the Community Development Conference Room.

There was no further comment.

#### **Announcements**

- Community Cleanup, June 16, Pembroke Avenue, 9am
- HCCC Project/Program Proposals Due, July 3 (due to holiday)
- Independence Day Holiday, July 4, Offices Closed
- Litter & Recycling Awareness Meeting, HCCC, July 6, 11:30am
- YARDS Judging, HCCC, July 10, 8:30am
- Full Commission Meeting, HCCC, July 11, Community Development Office, 5<sup>th</sup> Floor, City Hall, 3:30pm
- HWRP Social, July 13, 6:30pm, *location to be announced*
- Household Chemical Collection, July 15, 8am-Noon, Hampton Coliseum Parking Lot
- Community Cleanup, July 21, Darling Stadium and Eason Park, 9am

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